

MEMORANDUM FOR: The Record

SUBJECT: Annual Meeting of the CIA Welfare Assistance Board, held on 20 April 1961.

In summarizing subject meeting the Chairman requested that the following items be noted and that, wherever appropriate, the recommended changes be made.

Request

Action Taken

(1) Conduct a complete review of the present authority, by-laws, and procedures and propose such changes as are appropriate or necessary to make them current and comprehensive.

(2) Check the banking service provided by the Credit Union and review its development and legality.

(3) Review the present book-keeping and financial reporting procedures and attempt to devise a more simplified system.

(4) Dispose of odd items of picnic equipment presently on hand

signed by them, to Goodwill Industries, Inc.

(5) Omit the historical portion in future financial reports.

(6) After the above has been completed, provide each Board member with a handbook governing the function and operation of the Board.